

# Washington Department of Ecology Sustainability Plan

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**Solid Waste and Financial Assistance Program**

**Publication # 03-07-020**

**September 2003**

 *printed on recycled paper*

**Abstract:** This plan has been written in response to Executive Order 02-03<sup>i</sup> which requires state agencies to create plans to reduce their environmental footprint. All businesses, government agencies included, consume natural resources, dispose of wastes, and generate air pollution and water pollution. As we do this, we are spending money managing those wastes and pollution and impacting the communities that host our facilities.

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# **Washington Department of Ecology Sustainability Plan**

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Solid Waste and Financial Assistance Program

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## **Guiding Principles of Sustainability**

**These eight principles, developed by the agency Sustainability Team and authorized by Senior Management, provide a framework to guide Ecology toward sustainable solutions. They are intended to serve as overarching themes for the entire Agency and should not be viewed in isolation but as interdependent on one another.**

- There is inter-dependence between ecological, economic and social factors in achieving sustainability.
- The concept of waste can and should be eliminated.
- Healthy natural systems are the basis for sustainable communities and economies.
- Future generations should be equal partners in decision making.
- Local decisions have regional and global implications.
- Incentives are necessary to create sustainable behavior.
- Investment in the design phase of a process or product drives sustainable outcomes.
- Human relationships and a collaborative approach lead to sustainable solutions.

# **Ecology's Past Efforts and Successes in Sustainability**

## **Buildings and Facilities**

Tenant Committee

Waste Reduction and Recycling Team

- Lacey Building
  - Built with intention
  - Energy Efficient
    - Solar Orientation
    - Day Lighting
    - Low Watt Lighting
  - Low Flow Fixtures
  - Outdoor Lighting – Nocturnal environment
  - Recycling Space
- Yakima Regional Office – leased
  - “Recycled” Building with Day Lighting
  - Refurbished Partitions
  - Recycled Carpet Squares
  - Efficient Computerized Zonal HVAC System
  - Efficient Computerized Internal Lighting Control System
  - Efficient Light Fixtures (recessed ceiling fixtures with deep-cell parabolic reflectors)
  - Sensor light switches for conference rooms
  - Low Flow Fixtures
- Eastern Regional Office
  - New Heating System

## **Health and Safety Programs**

Safety Committee

Wellness Committee

- Agency Safety Plan
- Safety Committees
- Wellness Program
- Emergency Planning
- First Aid Training

## **Grounds Maintenance**

### Integrated Pest Management Committee

- Lacey Building
  - IPM Plan
  - Native Vegetation
- Northwest Regional Office
  - Low Maintenance Landscape

## **Fleet and Transportation**

### Transportation Committee

### Fleet Management Advisory Committee

### Commute Trip Reduction Committee

- Commute Trip Reduction Plan
- Prius Purchases

## **Procurement**

### Waste Reduction and Recycling Committee

- Procurement Legislation
- Environmentally Preferred Purchasing Policy and Manual
- Product Stewardship
- Copiers and Printers – purchased service
- Purchasing Used Books
- Recycled Paper Purchasing



## Plan Implementation

This plan is organized into 5 goals. The goals focus on buildings and grounds, employee support services, supporting sustainable communities, regulatory activities and employee involvement and awareness.

The plan identifies those responsible for accomplishing the strategies with anticipated dates of completion.

This is an ambitious plan. It is intended to push the agency beyond the familiar. We anticipate that we will accomplish the strategies discussed in the plan. And, we may run into unanticipated barriers that will prevent progress. In any event, we will continue to set the pace and maintain the vision that has brought us to this point, as illustrated by our prior successes.

Funding new initiatives is always a challenge within government. It is especially challenging now, due to revenue shortfalls and budget cuts. With that in mind, the agency is looking at funding alternatives to implement this plan. One potential idea is to create a Sustainability Reinvestment Pool. Using this approach, savings realized through sustainability strategies could be used to help fund others.

Employees will be encouraged to continue to provide input, even after we implement the plan. We will set up a system to update the plan that will allow for infusion of new ideas. The plan, rather than publishing a paper document, will be presented on the agency web site. We will track our accomplishments and present the results as well.

Updates and revisions will be inevitable as we learn. Many strategies outlined in this plan have not been tried before. We believe that we can accomplish them, but breaking new trail is often not easy. Sometimes you have to back track and re-direct efforts. Where appropriate we will use the “plan, do, check, act” cycle of total quality improvement.

The only way we learn is to try. The only way we accomplish anything is to be willing to risk failure.

## Goal I: Provide healthy and safe work environments complementary to host ecosystems.

Facilities Operations and Maintenance Objectives deal with Ecology's buildings and ground.

### PERFORMANCE MEASURES:

1. Energy consumption (KWH) as measured by electricity billings
2. Total monthly water consumption (gallons) as measured by water billings at each facility.
3. Total monthly irrigation water use (gallons) at each facility.
4. Total square footage in landscaping.
5. Total square footage in irrigated landscaping.
6. Solid waste reduction as measured by disposal billings
7. Recycling as measured by pounds of materials collected for recycling.
8. Hazardous waste reduction as measured by amount reported disposal

### A. OBJECTIVE: BALANCE ENERGY CONSUMPTION WITH ENERGY PRODUCTION

STRATEGIES	ACTION STEPS	WHO	WHEN
1. Require all computers, calculators and other office equipment be turned off at night, on weekends and holidays and all other times when employees are away from their work stations for extended periods of time.	a. Write and adopt an implementing policy. b. The policy will be implemented by all staff and reinforced through program management.	Jay Shepard  Program Managers	First 6 months
2. Establish a "turn it off" practice to reduce energy drains in unused office spaces and conference rooms.	a. Purchase reminder stickers to be placed on switch plates and outlets throughout all Ecology facilities. b. Place reminders on switch plates and outlets. c. Install motion sensors that turn lights off after a certain amount of time. d. Educate flex time staff about turning on specific banks of lights during office off-hours.	Facilities  Building services, office managers Reg. Sus. Teams	First 6 months

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
3. Purchase 20% bio-diesel fuel for the Lacey building generator.	a. Identify fuel source b. Begin purchase	Facilities	Second 6 months
4. Remove and recycle all refrigerators manufactured before 1992. Purchase one Energy Star refrigerator for each Lacey Building kitchenette.	a. Remove old units b. Install Energy Star units	Program management	Second 6 months
5. Evaluate the use of small appliances in kitchenettes for electrical “plug drain” and identify alternatives. Tie outlets to the timed shut off system in the building.	a. Determine electricity plug drain from small appliance use. b. Tie kitchenette outlets to timed shutoff.	Building Services Regional Sus. Teams	First 6 months
6. Investigate the feasibility and cost effectiveness of installing on-demand hot water heaters in buildings or replacing existing hot water tanks with new “Energy Star” tanks.	Tbd	Building Services with Sustainability Team assistance	Second six months
7. Purchase green power for Ecology facilities through savings realized from energy conservation efforts.	a. Discuss cost impact and opportunities with programs. b. Calculate cost savings that could be applied to the purchase of green power.	Building Services, Sustainability Team, Programs	Second 6 months
8. Replace single pane windows in the Eastern Regional Office Building with Low-Emissive Argon Double pane windows. (Budgeted).	a. Release bid request b. Award Bid c. Manage installation	Facilities	Second year

**ANTICIPATED OUTCOMES:**

1. 4% reduction in energy consumption per year
2. 8% of the electricity purchased will be from “green” power sources
3. Fossil fuel consumption in facilities will be reduced by 5%

**B. OBJECTIVE: CONSERVE WATER THROUGH USE REDUCTION AND REUSE**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Investigate modification of landscaping at the Spokane office to reduce or eliminate the use of irrigation systems by planting grounds with native vegetation including native grasses in lawn spaces.	a. Work with ERO Sustainability Team to evaluate opportunities. b. Determine feasibility and costs. c. Implement, if determined appropriate	ERO Sustainability Team Facilities Staff	Second 6 months
2. Continue to work toward elimination of irrigation systems at the Lacey and Bellevue facilities.	a. Monitor irrigation use and frequency. b. Determine alternatives c. Implement alternatives	IPM Committee, Sustainability Teams, Facilities Staff	Second 6 months
3. Investigate water reuse and water use reduction features to minimize need for potable water.	a. Identify opportunities at the Lacey, Bellevue and Spokane facilities. b. Implement if practical c. Re-evaluate the automatic sensor flushes at CRO.	Sustainability Teams Facilities Staff	Second 6 months

**ANTICIPATED OUTCOMES:**

1. Reduce water consumption by 5%.

**C. OBJECTIVE: IMPROVE WORK ENVIRONMENT**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
4. Monitor custodial service contractors to assure the use of cleaning agents that are safe for human health and the environment at the Lacey building. This will occur by 2008 for the other facilities.	a. Determine cleaners that are currently used by custodial contractors. b. Change if appropriate	Facilities staff	Second 6 months
5. Continue to monitor heating and cooling balance to assure adequate and balanced distribution of conditioned air.	a. Identify maintenance plan for air balancing b. Implement plan	Building Services	First 6 months
6. Eliminate the use of scented products,	a. Identify offending products	Building	First 6

the use of pesticides, and cleaning products not provided by the agency.	b. Notify employees to terminate use	Services, Indoor Work Environment Committee Regional Sus. Teams	months
7. Improve custodial practices to eliminate dust, particulate and toxic residue build-up	a. Deep clean Lacey Building b. Establish and maintain cleaning schedule. c. Work on employee housekeeping practices to allow regular cleaning d. Monitor	Building Services Regional Sus. Teams	First 6 months

ANTICIPATED OUTCOMES:

Improved indoor air quality

D. OBJECTIVE: ELIMINATE STORMWATER POLLUTION IMPACTS

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Commit to a “no leaks” policy for agency vehicles to eliminate oil drips from fleet vehicles.	a. Incorporate a leak check into the regular vehicle maintenance schedule.	Transportation Office and Region office managers	Second 6 months
2. Work with the Water Quality and Air Quality programs to initiate an employee vehicle maintenance awareness program to reduce non-point sources of water pollution and automobile related air pollution’	a. Develop and distribute employee awareness material. b. Partner with local government water quality and air quality programs to take advantage of local public information campaigns. c. Courtesy emissions tests by Air Program	Sustainability Team Members in Air and Water Quality and/or Regional Sus. Teams	Second 6 months

ANTICIPATED OUTCOMES:

Improved water quality within the boundaries of Ecology facilities land footprint.

**E. OBJECTIVE: GROUNDS ARE INTEGRATED INTO THE LOCAL ENVIRONMENT**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Develop and implement the Integrated Pest Management Plan.	a. Implement and monitor the effectiveness of the HQ IPMP. b. Develop IPM plans for all Ecology facilities.	Building Services  Facilities	Ongoing  Second 6 months
2. Investigate the feasibility of constructed wetlands on the Lacey building grounds.	a. Discuss the concept with Shorelands and Water Quality program experts	Sustainability Team Facilities	Second 6 months

**ANTICIPATED OUTCOMES:**

Native habitats complemented and restored

**F. OBJECTIVE: ACHIEVE MAXIMUM REDUCTION AND RECYCLING OF SOLID AND HAZARDOUS WASTES**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Create a feasibility plan for food waste composting at the Lacey Building and other facilities as appropriate.	a. Outfit each kitchenette in the Lacey building with a foot-lift top container to be used for organic materials collection. b. Develop a composting system that will handle and process all food wastes from the building that meets at least these two criteria: 1) containers are emptied daily; and 2) can be institutionalized. c. Determine best fit composter	Waste Reduction and Recycling Committee (WRR) and Building Services Regional Sus. Teams	Second 6 months
2. Fully implement the agency's waste reduction and recycling plan.	a. Re-energize the WRR committee to evaluate progress b. Determine next steps.	WRR Committee Regional Sus. Teams	Ongoing
3. Evaluate the Lacey building painting schedule to determine appropriate frequency. Use durable, washable and low VOC emitting paint.	a. Independent review of current approach to determine opportunities for improved efficiency	Building Services	Second 6 months

4. Fluorescent light recycling program.	Continue current approach	Building Services	First 6 months
5. Eliminate the use of toxic substances	a. Consult with EAP to determine quantity and uses of hazardous substances and identify potential alternatives	EAP and HWTR	Ongoing

ANTICIPATED OUTCOME:

Reduced disposal costs by diverting 80% of the materials stream away from disposal  
Recycle all fluorescent lamps  
No longer a regulated hazardous waste generator.

G. OBJECTIVE: ACHIEVE LEED EB CERTIFICATION FOR ALL ECOLOGY OWNED FACILITIES

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Apply for LEED EB certification for the Ecology headquarters building.	a. Establish a LEED-EB workgroup to gain and maintain certification.	Building Services	Second 6 months

ANTICIPATED OUTCOME:

Building improvements that result in receipt of certification

## Goal II: Carry out agency operations and support services sustainably

Program Operations Objectives relate to support services and material supplies provided to agency staff in order to carry out their work.

### PERFORMANCE MEASURES:

1. Reduced waste disposed as measured by solid waste billings
2. Reduced material intensity as measured by dollars spent consumable supplies
3. Reduced material intensity as measured by the quantity of 8 1/2"x11" bond paper purchased.
4. Product Stewardship as measured by the percent of 100% chlorine free, 100% recycled paper purchased as compared to all paper purchased
5. Reduced automotive impacts as measured by cumulative mileage by location, by program
6. Reduced automotive impacts as measured by the percentage of ULEV or better vehicles in the agency fleet

### A. OBJECTIVE: HALF OF THE GOODS PURCHASED BY ECOLOGY WILL BE ENVIRONMENTALLY PREFERRED IN 2003-2005

STRATEGIES	ACTION STEPS	WHO	WHEN
1. Implement the agency's ENVIRONMENTALLY PREFERRED PURCHASING POLICY.	a. Review all purchases through the lens of the EPP Policy. b. Purchase requests are made using the EPP Policy. c. Educate staff on what products are considered environmentally preferred.	Purchasing  Program purchasing coordinators, regional office administrators and Reg. Sus. Teams	Ongoing
2. Purchase recycled, chlorine-free paper.	a. Provide this paper to all agency offices.	Purchasing	First 6 months

### ANTICIPATED OUTCOME:

Stimulate markets for environmentally preferred products.



**B. OBJECTIVE: REDUCE THE AGENCY'S OVERALL VEHICULAR MILEAGE AND REDUCE AIR EMISSIONS FROM MOBILITY RELATED ACTIVITIES BY 20%**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Carry out an evaluation of the agency's mobility needs by the Agency Transportation Staff and Transportation Committee.	a. Gather data on travel behavior including miles traveled. b. Engage manager in discussion.	Transportation Staff and Transportation Committee.	Second 6 months
2. Evaluate the need for and use of boats by the agency. Determine availability of low polluting, no polluting motors and engines and replace existing units with cleaner technology as resources permit.	a. Gather data pollution generated from boat motors and evaluate fleet for emissions. b. Gather use data. c. Make recommendations	User programs, Sustainability Team	Second 6 months
3. Encourage video conferencing in lieu of face to face meetings	Create a task force to: a. Evaluate costs and likelihood of use. b. Determine costs of set up. c. Determine availability on video conferencing facilities around the state. d. Make recommendations	Information Services, Programs	Second 6 months
4. All new passenger vehicles purchased by the agency will be certified as ULTRA LOW EMISSIONS VEHICLES (ULEV) at a minimum. For other work vehicles and trucks, we will purchase the "greenest" models available as rated by the American Council for an Energy Efficient Economy.	a. Develop Master Vehicle Plan	Transportation Office and Programs	Second 6 months
5. Work with other state agencies to determine the interest in group purchasing of less polluting and renewable alternative fuels for vehicles	a. Work with the State Agency Sustainability coordinator and the plan working group to develop strategies. b. Identify fuel sources for vehicles.	Agency sustainability plan coordinator	Ongoing

such as bio-diesel and compressed natural gas. All of our diesel fleet will use B20%.			
6. Re-evaluate policy that sets miles/month as equal for all vehicles. Fuel efficient vehicles may be driven more than others.	a. Review policy to determine rationale. b. Modify if needed.		Second 6 months

ANTICIPATED OUTCOME:

1. Reduced consumption of non-renewable fossil fuels.
2. Reduced air emissions
3. Reduced water pollution

C. OBJECTIVE: REDUCE VEHICLE RELATED SOLID WASTES

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
Purchase vehicles with long life attributes such as 80,000 mile tires, 6 year batteries and 100,000 mile tune-up requirements.	a. Work with GA to assure the purchasing mechanism to allow this to occur.	Transportation Office and Purchasing Office Sustainability Team	Ongoing
Purchase only high-quality, re-refined motor oil and other EPP vehicle fluids	a. Check into availability and quality	Transportation Office	Second 6 months
Remove all mercury switches in agency owned vehicles and dispose properly. Assure that new vehicles purchased are free of mercury switches.	a. General use vehicles b. Special Use vehicles	Transportation Office and Programs	Second 6 months

ANTICIPATED OUTCOME:

1. Less waste generated
2. Support markets for re-refined motor oil
3. Improved waste stream quality through removal of PBT.

**D. OBJECTIVE: REDUCE OR ELIMINATE SOLID WASTE GENERATED FROM ECOLOGY FACILITIES**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Reduce paper consumption by establishing a policy that two sided printing and copying is the default setting on all computers, printers and copiers. Encourage a “don’t print” behavior within the department.	A. Distribute “Best Printing Practices” guidance a. Establish baseline data b. Monitor results of policy implementation	Information Services Regional Sus. Teams	first 6 months
2. Reduce copy and printing paper use by 30%. Provide reports to each program or section showing copy and printing paper use.	a. Track paper deliveries and purchases b. Publish monthly reports c. Publish annual reports	Purchasing coordinators, Purchasing Office, warehouse	Ongoing
3. Provide reports on orders of consumable supplies and provide reports to managers to build in accountability of use.	a. Track purchases b. Report results	Program Purchasing coordinators and Purchasing	Ongoing
4. Complete efficient hand dryer pilot project and implement outcome. Consider removing paper towels.	a. Write up results. b. Make recommendation	Sustainability Team, Facilities, Management	First 6 months
5. Evaluate the feasibility of computers leasing in order to assure that the equipment is returned to the manufacturer for end of life management and recycling.	a. Carry out life-cycle-analysis using leasing and purchasing models to determine true costs. b. Report findings and make recommendations	Information Services	Second year
6. Regional sustainability teams will evaluate regional buildings for waste system improvement opportunities working with Building Services. Local	a. Carry out evaluations b. Contact service providers c. Negotiate system changes	Regional Sustainability Teams and RMTs	Second year

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
service providers will be asked to submit proposals to convert current waste disposal systems into materials management systems.			
7. Continue to purchase used books, rather than new books, when necessary.	a. Notify purchasers that used books will be purchased as a priority rather than new. b. Continue practice	Purchasing	Ongoing
8. Specify delivery of products and supplies on recyclable pallets rather than disposing of wood pallets.		Purchasing coordinators, purchasing and warehouse staff	Ongoing

ANTICIPATED OUTCOME:  
Reduced waste generation

## Goal III: Support Sustainable Communities

Agency Corporate Leadership Objectives focus on the agency's relationship with and responsibilities to our host communities.

### PERFORMANCE MEASURES:

1. Supporting sustainable infrastructure as measured by the number of actions taken to engage communities in these dialogues
2. Community involvement as measured by participation in community events

### A. OBJECTIVE: ENCOURAGE SUSTAINABLE DEVELOPMENT OF SUPPORT INFRASTRUCTURE WITHIN THE STATE.

STRATEGIES	ACTION STEPS	WHO	WHEN
1. Collaboratively discuss sustainable development of mobility infrastructure in the greater metropolitan Puget Sound with community leaders, agency heads and transportation officials.	a. Identify important mobility needs. b. Identify key contacts and develop relationships	Agency Leadership Regional Directors	Second 6 months
2. Encourage the development of water reuse systems within host communities, or investigate water reuses options on-site.	a. Identify water reuse opportunities b. Identify key contacts and develop relationships	Agency Leadership Regional Directors	Second 6 months
3. Encourage the development of distributed energy resources (DER - small, low impact generating facilities, located close to demand).	a. Identify opportunities for DER applications. b. Identify key contacts and initiate dialogue.	Sustainability Team and Agency Leadership	Second 6 months

### ANTICIPATED OUTCOME:

1. Active agency participation in the development of support infrastructures (roads, sewers, water systems, electrical distribution systems, etc.) **as a user of those services.**
2. Improved relationships with local communities

**B. OBJECTIVE: BECOME KNOWN AS AN ORGANIZATION THAT ACTIVELY AND POSITIVELY CONTRIBUTES TO THE ECONOMIC, SOCIAL AND ENVIRONMENTAL WELLBEING OF THE COMMUNITIES THAT HOST ECOLOGY FACILITIES**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Participate in community events	a. Identify community events and develop a community events calendar. b. Assign the most appropriate programs as contacts between the agency and event coordinators. c. Participate in partnership. d. Promote membership in civic organizations by agency employees.	Regional directors offices Reg. Sus. Teams	Ongoing
2. Continue participation in combined fund drive and other community support activities.	a. Coordinate the Combined Fund Drive at Ecology	Executive Office	Ongoing
3. Initiate contact with local schools, school districts and teachers associations offering to provide presentations on environmental issues, participate in science fairs as panel judges, and talk with students about future job opportunities.	a. Identify key contacts within school districts and educational service districts. b. Develop a public schools speakers list, with associated subjects c. Develop relationships with school leadership, teachers and parent groups, offering participation	Regional directors offices Reg. Sus. Teams	Ongoing
4. Establish an agency sustainability speakers bureau	a. Identify speakers and topics b. Notify organizations of availability	Comm. and Education Office	Second year

**ANTICIPATED OUTCOME:**

Improved relationship with communities and an awareness of local social, economic and environmental issues.

## Goal IV: Integrate sustainability principles into the agency's rules, policies and practices.

Program Integration Objectives encourage sustainability principles be incorporated into the agency's environmental work.

### PERFORMANCE MEASURES:

1. The number of rules reviewed.
2. Number of rules amended to incorporate sustainability principles compared to the number of rules on the books.
3. Community relations as measured by targeted stakeholder groups represented at public hearings and workshops.

### A. OBJECTIVE: ECOLOGY RULES AND POLICIES SUPPORT SUSTAINABILITY PRINCIPLES

STRATEGIES	ACTION STEPS	WHO	WHEN
1. Continue to participate on the transportation demand management task force and encourage the task force to consider sustainability principles during its deliberations. Evaluate the effectiveness of the Commute Trip Reduction Law and recommend appropriate changes that will effectively reduce air emissions.		Stu Clark	Ongoing
2. Review regulations being revised with a sustainability "lens," to determine obstacles to and opportunities for sustainability integration. Highlight areas where sustainability is being practiced.	<ol style="list-style-type: none"> <li>a. Review regulations</li> <li>b. Identify obstacles and opportunities</li> <li>c. Develop recommendations</li> <li>d. Present recommendations for consideration</li> </ol>	Programs	As opportunities arise
3. Develop a sustainability checklist for agency rule writers.	<ol style="list-style-type: none"> <li>a. Discuss with rule writers and rules unit.</li> <li>b. Determine scope</li> <li>c. Write, review and implement</li> </ol>	Sustainability Team	Second 6 months

Anticipated Outcome: Increased awareness of sustainability principles as they relate to the agencies rules.

**B. OBJECTIVE: INTEGRATE SUSTAINABILITY INTO PROGRAM IMPLEMENTATION**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Incorporate sustainability into program plans	a. Identify examples of sustainability that programs are currently practicing b. Highlight those activities in program plans c. Incorporate new sustainability practices into program plans	Program Managers, PMTs, Prg. Planners with support of their Sustainability Team members	First 6 months

Anticipated Outcome: Current sustainability practices are recognized and newly identified practices are implemented by programs.

**C. OBJECTIVE: ENVIRONMENTAL, SOCIAL AND ECONOMIC EQUITY**

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Develop strong operative relationships with public health agencies at the state and local level through regular contact between Ecology Regional Directors and Public Health Directors and attendance at public health meetings.	a. Identify all public health and environmental health directors. b. Initiate contact. c. Identify local issues of mutual interest. d. Attend meetings and hearing.	Regional Directors Offices	Ongoing
2. Assure all public processes that are required by law engage all impacted communities.	a. Develop a process for identifying all impacted communities. b. Integrate into hearings process. c. Evaluate Public Participation Grants for opportunities to fund participation. d. Use Community Based Social Marketing methodologies to develop information and outreach strategies for minority populations.	Environmental Justice Committee EJ committee and Rules Unit EJ committee and SWFAP	Ongoing

**ANTICIPATED OUTCOME:**

Increased mutual awareness between minority communities and the agency.



## Goal V: Institutionalize sustainability as an agency value and raise employee awareness of sustainable practices in the workplace.

Employee Awareness Objectives are designed to engage agency staff in plan implementation and raising awareness that sustainability is part of our work.

### Performance Measures:

1. Annual surveys will be conducted to ask employees what they would like to see or learn (\*CBSM) and to measure employee involvement, awareness and response to employee awareness activities.
2. These surveys will provide information on current interests of agency staff and the effectiveness or ineffectiveness of the strategies and messaging approaches. (\*Community based social marketing measurement methodology).

**A. Objective:** Adopt the sustainability policy statement into the agency's policy manual.

STRATEGIES	ACTION STEPS	WHO	WHEN
1. Gain policy approval (Draft policy is in Appendix C)	a. Follow policy adoption process b. Present to EMT for approval	J. Shepard	First 6 months
2. Promote the sustainability policy to staff.	a. Distribute via e-mail, intranet and Eco-link	Comm. & Ed. Office Sustainability Teams	First 6 months

**Anticipated Outcome:** Outward demonstration of the agency's commitment to sustainability

**B. Objective:** Provide employees opportunities to invest in socially responsible companies and organizations.

STRATEGIES	ACTION STEPS	WHO	WHEN
1. Work with the Department of Retirement Systems to make socially responsible mutual funds available to employees in PERS 3 or who utilize deferred compensation.	1. Invite DRS to Earth Day Conference	Employee Services	Second 6 months

**Anticipated Outcome:** Employees will have more investment options

**C. Objective:** Assure that agency staff is aware of changes being made in order to meet the sustainability goals of the agency.

<b>STRATEGIES</b>	<b>ACTION STEPS</b>	<b>WHO</b>	<b>WHEN</b>
1. Lobby bulletin boards with information on current sustainability projects going on in the various facilities	a. Secure bulletin board space b. Post information	Sustainability Teams	Second 6 months
2. Utilize the headquarters kiosks to provide real time information on energy use in the building.	a. Work with facilities staff to graphically represent performance measures related to energy and water consumption. b. Develop charts c. Post on kiosk	Facilities Sustainability Team	Second 6 months
3. Form facility sustainability teams with representatives from throughout the organization. The teams would recommend sustainability actions, track implementation progress at each facility, and inform staff.	a. Form teams b. Develop facility sustainability plans, incorporated by reference into this plan c. Implement plans	Regional Sustainability Teams	First 6 months
4. Develop a series of training classes on sustainability that is required to be taken by all staff.	a. Develop class outline b. Develop class materials c. Offer training d. Evaluate results	Sustainability Team Employee Services	First 6 months
5. Place the Sustainability Plan on the internet. Performance measures and graphs will demonstrate progress.	a. Develop web pages b. Go live with web pages c. Continuously update performance	SWFAP IT staff, J. Shepard	First 6 months
6. Send "sustainability tips" via e-mail or a quarterly one page e-letter.	a. Write tips b. Distribute	Sustainability Teams	Ongoing
7. Write articles for the in-house newsletter, "EcoLink."	a. Develop articles b. Submit according to deadlines	J. Shepard Sustainability Team	Ongoing

8. Hold Earth Day conferences on sustainability at all Ecology facilities for all Ecology staff. The conferences will revolve around economic, social and environmental equity. Local communities will be engaged.	a. secure agency support b. establish Steering committee and sub-committees c. develop agendas, secure facilities d. hold events	Sustainability Teams	Second 6 months
9. Hold monthly hands-on demonstrations related to sustainability leading up to Earth Day. These involve activities folks can take home, such as how to build and maintain a worm bin, how to select a “green” automobile or community involvement in environmental justice.	a. Create organizing committee b. Create agendas and schedules c. Secure speakers d. Hold sessions	Sustainability Teams	Ongoing

**Anticipated Outcome:**

Agency staff will:

- Become aware of sustainability efforts taken by the agency to reduce its footprint;
- Know how they can participate in agency sustainability efforts;
- Be aware of the importance of sustainability;
- Become better at providing sustainability education; and
- Understand the concepts of sustainability.
-

## APPENDIX A

### EXECUTIVE ORDER 02-03

#### SUSTAINABLE PRACTICES BY STATE AGENCIES

**WHEREAS**, the state of Washington is committed to the mutually compatible goals of economic vitality, a healthy environment and strong communities; and

**WHEREAS**, sustainability provides for current needs without sacrificing the needs of future generations; and

**WHEREAS**, within state government, sustainable practices require decisions based on a systematic evaluation of the long-term impacts of an activity or product on health and safety, communities, and the environment and economy of Washington State; and

**WHEREAS**, reversing the steady decline in the natural resources and ecosystems on which people and economic vitality depend is critical to our future; and

**WHEREAS**, the regional and global implications of climate change, loss of biological diversity, and threats to resources such as clean water require us all to examine and change behaviors; and

**WHEREAS**, state government should model sustainable business practices that contribute to the long-term protection and enhancement of our environment, our economy and the health of current and future generations;

**NOW THEREFORE**, I, Gary Locke, Governor of the state of Washington, declare my commitment that state government operations be conducted in a manner consistent with these principles of sustainability and contribute positively towards the quality of life of all citizens.

It is **THEREFORE** ordered and directed that:

1. Each state agency shall establish sustainability objectives and prepare a biennial [Sustainability Plan](#) to modify its practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance.

Plans should be guided by the following long-term goals:

- Institutionalize sustainability as an agency value;
- Raise employee awareness of sustainable practices in the workplace;
- Minimize energy and water use;
- Shift to clean energy for both facilities and vehicles;
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction;

- Expand markets for environmentally preferable products and services; and
- Reduce or eliminate waste as an inefficient or improper use of resources.

Initial plans may be modeled on the outline accompanying this executive order and shall include descriptions of currently used sustainable practices. Each agency shall complete its initial plan by September 1, 2003. Subsequent plans shall be completed by September 1 each even-numbered year thereafter.

Each state agency shall report annually on its progress in implementing its Sustainability Plan. The first progress report shall be submitted to the Office of Financial Management by October 15, 2004. Subsequent progress reports shall be submitted each October 15.

2. The Office of Financial Management shall designate a Sustainability Coordinator to assist state agencies in meeting the goals of this executive order. The Coordinator shall:
  - Assist agencies in developing their Sustainability Plans; Assist agencies in educating their employees on sustainable business practices;
  - Chair an inter-agency work group to promote information-sharing and cooperation;
  - Create and maintain a Sustainable Washington Internet Website where agency plans and accomplishments can be viewed by state agencies and the public;
  - Develop incentives to recognize innovative agency practices that foster sustainability;
  - Work to eliminate barriers to sustainable practices; and
  - Identify opportunities for coordinated sustainable activities by state agencies such as the purchase of sustainable products through state contracts.
3. The Sustainability Coordinator, in consultation with state agencies, shall establish Sustainability Advisory Council consisting of representatives from the private sector and others with sustainability expertise to advise state agencies on how to make state government operations more sustainable.

The Sustainability Advisory Council shall report to me by February 1, 2004 on the status of agency sustainability activities, opportunities for improvements based on effective strategies used elsewhere in the public and private sectors, and the best means to integrate sustainability into state government policies and actions.

I invite institutions of higher education, public schools, elected officials, commissions, and others to participate in implementing this executive order within their organizations.

This executive order shall take effect immediately.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the State of Washington to be Affixed at Olympia this 18th day of September A.D., Two Thousand Two.

GARY LOCKE  
Governor of Washington

**BY THE GOVERNOR:**

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## APPENDIX B

### **RCW 43.21A.010**

#### **Legislative declaration of state policy on environment and utilization of natural resources.**

The legislature recognizes and declares it to be the policy of this state, that it is a fundamental and inalienable right of the people of the state of Washington to live in a healthful and pleasant environment and to benefit from the proper development and use of its natural resources. The legislature further recognizes that as the population of our state grows, the need to provide for our increasing industrial, agricultural, residential, social, recreational, economic and other needs will place an increasing responsibility on all segments of our society to plan, coordinate, restore and regulate the utilization of our natural resources in a manner that will protect and conserve our clean air, our pure and abundant waters, and the natural beauty of the state.

[1970 ex.s. c 62 § 1.]

### **RCW 43.21A.020**

#### **Purpose.**

In recognition of the responsibility of state government to carry out the policies set forth in RCW [43.21A.010](#), it is the purpose of this chapter to establish a single state agency with the authority to manage and develop our air and water resources in an orderly, efficient, and effective manner and to carry out a coordinated program of pollution control involving these and related land resources. To this end a department of ecology is created by this chapter to undertake, in an integrated manner, the various water regulation, management, planning and development programs now authorized to be performed by the department of water resources and the water pollution control commission, the air regulation and management program now performed by the state air pollution control board, the solid waste regulation and management program authorized to be performed by state government as provided by chapter [70.95](#) RCW, and such other environmental, management protection and development programs as may be authorized by the legislature.

[1970 ex.s. c 62 § 2.]

### **RCW 43.21C.010**

#### **Purposes.**

The purposes of this chapter are: (1) To declare a state policy which will encourage productive and enjoyable harmony between man and his environment; (2) to promote efforts which will prevent or eliminate damage to the environment and biosphere; (3) and stimulate the health and welfare of man; and (4) to enrich the understanding of the ecological systems and natural resources important to the state and nation.

[1971 ex.s. c 109 § 1.]

## **RCW 43.21C.020**

### **Legislative recognitions -- Declaration -- Responsibility.**

(1) The legislature, recognizing that man depends on his biological and physical surroundings for food, shelter, and other needs, and for cultural enrichment as well; and recognizing further the profound impact of man's activity on the interrelations of all components of the natural environment, particularly the profound influences of population growth, high-density urbanization, industrial expansion, resource utilization and exploitation, and new and expanding technological advances and recognizing further the critical importance of restoring and maintaining environmental quality to the overall welfare and development of man, declares that it is the continuing policy of the state of Washington, in cooperation with federal and local governments, and other concerned public and private organizations, to use all practicable means and measures, including financial and technical assistance, in a manner calculated to: (a) Foster and promote the general welfare; (b) to create and maintain conditions under which man and nature can exist in productive harmony; and (c) fulfill the social, economic, and other requirements of present and future generations of Washington citizens.

(2) In order to carry out the policy set forth in this chapter, it is the continuing responsibility of the state of Washington and all agencies of the state to use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

(a) Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;

(b) Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;

(c) Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;

(d) Preserve important historic, cultural, and natural aspects of our national heritage;

(e) Maintain, wherever possible, an environment which supports diversity and variety of individual choice;

(f) Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and

(g) Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

(3) The legislature recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

[1971 ex.s. c 109 § 2.]



## **RCW 70.105D.010**

### **Declaration of policy.**

(1) Each person has a fundamental and inalienable right to a healthful environment, and each person has a responsibility to preserve and enhance that right. The beneficial stewardship of the land, air, and waters of the state is a solemn obligation of the present generation for the benefit of future generations.

(2) A healthful environment is now threatened by the irresponsible use and disposal of hazardous substances. There are hundreds of hazardous waste sites in this state, and more will be created if current waste practices continue. Hazardous waste sites threaten the state's water resources, including those used for public drinking water. Many of our municipal landfills are current or potential hazardous waste sites and present serious threats to human health and environment. The costs of eliminating these threats in many cases are beyond the financial means of our local governments and ratepayers. The main purpose of chapter 2, Laws of 1989 is to raise sufficient funds to clean up all hazardous waste sites and to prevent the creation of future hazards due to improper disposal of toxic wastes into the state's land and waters.

(3) Many farmers and small business owners who have followed the law with respect to their uses of pesticides and other chemicals nonetheless may face devastating economic consequences because their uses have contaminated the environment or the water supplies of their neighbors. With a source of funds, the state may assist these farmers and business owners, as well as those persons who sustain damages, such as the loss of their drinking water supplies, as a result of the contamination.

(4) It is in the public's interest to efficiently use our finite land base, to integrate our land use planning policies with our clean-up policies, and to clean up and reuse contaminated industrial properties in order to minimize industrial development pressures on undeveloped land and to make clean land available for future social use.

(5) Because it is often difficult or impossible to allocate responsibility among persons liable for hazardous waste sites and because it is essential that sites be cleaned up well and expeditiously, each responsible person should be liable jointly and severally.

(6) Because releases of hazardous substances can adversely affect the health and welfare of the public, the environment, and property values, it is in the public interest that affected communities be notified of where releases of hazardous substances have occurred and what is being done to clean them up.

[2002 c 288 § 1; 1994 c 254 § 1; 1989 c 2 § 1 (Initiative Measure No. 97, approved November 8, 1988).]

### **NOTES:**

**Severability -- 2002 c 288:** "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [2002 c 288 § 5.]

*Resource Contact:* ???????

*Effective:* New

*References:* Executive Order 02-03    RCW 43.21C    *Revised:* July 10, 2003  
RCW 43.21A                              RCW 70.105D

## **Affirming Ecology's Commitment to Sustainability**

**Purpose:** To state the agency's commitment to implement the sustainability plan required by Executive Order 02-03 and to the intentions of our enabling legislation related to sustainability.

**Application:** *This policy applies to all activities at all facilities of the Department, including the following:*

- *Facilities management*
- *Operations support*
- *Community support*
- *Program implementation*

### **1. Ecology is Entrusted to Lead the State's Sustainability Efforts.**

Ecology's sustainability policy is rooted in historic legislative direction to the agency and enlivened by the Governor's Executive Order (02-03) on Sustainability. The legislative intent and policy of environmental law is rooted in the basic concepts of sustainability. And, the agency's third goal, "foster sustainable communities," is the current operating principle that guides our efforts. Beyond sustainability, the agency is entrusted by the Legislature lead the restoration of the states damaged environment.

### **2. Establishing Ecology's Fundamental Values Relating to Sustainability.**

The Washington Department of Ecology, as created by Chapter 43.21A RCW is state government's primary trustee of the environment, now and for succeeding generations. It is our policy, as clearly stated in Chapter 43.21C RCW, the State Environmental Policy Act, to assure:

- safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
- the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;
- preservation of important historic, cultural, and natural aspects of our national heritage;

- diversity and variety of individual choice;
- balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
- high quality renewable resources and maximum attainable recycling of depletable resources.

To realize this policy through our work, the agency will:

- foster and promote the general welfare;
- create and maintain conditions under which people and nature can exist in productive harmony; and
- fulfill the social, economic, and other requirements of present and future generations of Washington citizens.

It is the intent of this policy to assure that all employees of the department have opportunities for education and training in sustainability principles and practices and to incorporate these principles and practices in carrying out their daily work.

### **3. Ecology Establishes Sustainability Objectives and a Biennial Sustainability Plan.**

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According to the Governor's Executive Order 02-03, Ecology must establish sustainability objectives and prepare a biennial sustainability plan. The plan focuses on modifying the agency's practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance. The Ecology will also develop strategies focused on our corporate stewardship responsibilities related to the agency's host communities and strategies that will focus on programs integrating sustainability principles into Ecology's environmental work.

Following the initial plan, due to be completed by September 1, 2003, subsequent plans will be completed by September 1 each even-numbered year thereafter.

### **4. Progress Reports Must be Submitted to the Office of Financial Management.**

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The first annual progress report will be submitted to the Office of Financial Management by October 15, 2004. Subsequent annual progress reports will all be submitted each October 15 thereafter.

*Approved:* \_\_\_\_\_

Tom Fitzsimmons  
Director

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